

# **ALASKA WILDLAND FIRE COORDINATING GROUP**

## **Safety and Health Committee Charter**

### **I. Purpose**

The purpose of the Safety and Health Committee is to provide a focal point to develop, train, coordinate, facilitate, and consult on interagency wildland fire safety and health issues to meet statewide and agency needs.

### **II. Authority**

Alaska Wildland Fire Coordinating Group: Memorandum of Understanding Sec. V.3.

### **III. Membership**

- A. The AWFCG Safety and Health Committee will consist of at least one voting representative from an AWFCG member organization. Persons filling each of these roles will be identified by their respective agency. Committee members should expect to serve on the committee for at least two (2) years.
- B. Other AWFCG members, AWFCG committee members, agencies, organizations and subject matter experts may be contacted to consult, advise, or assist as determined by the members.
- C. Serve as a conduit between the committee and respective agency personnel, and keep agency informed on current projects and new developments.

### **IV. Functions and Key Work Elements**

- A. Improve the safety and health of fire fighters and all personnel in support of fire related activities.
- B. Be the focus for identifying significant interagency firefighter safety issues and concerns and prepare recommended actions.

- C. Recommend procedures and distribution methods to disseminate firefighter safety information throughout the Alaska fire community.
- D. Monitor fire safety practices, performance and accountability in the State of Alaska for the purpose of making recommendations to AWFCG.
- F. Review accidents and incidents with a focus on prevention.
- G. Recognize significant contributions toward reducing injuries and improving safety with recognition and award.
- H. Work in conjunction with member agency training personnel and established training committees to develop and/or improve firefighter safety training.
- I. Encourage, promote and facilitate better communications, as it relates to firefighter and public safety.
- J. Organize and coordinate an annual firefighter safety workshop.
- K. Establish a newsletter.

## V. Meetings

- A. Meetings of the Safety Committee will be held as often as possible or necessary as determined by the Chair or a majority of the members. At a minimum they will convene quarterly. Additional meetings may be held by teleconference.
- B. An agenda for each meeting will be prepared by the Chairperson, with input from the committee members. All meetings will have a designated recorder. Meeting minutes should be available for distribution to the team no more than two (2) weeks following the meeting.
- C. A quorum is required to conduct official business.
- D. Subject Matter Experts will be asked to attend meetings when agenda items necessitate. They will not have voting privileges.
- E. Meetings are open to the all interested entities.

## VI. Organization and Structure

### A. The Chairperson:

1. Develop the meeting agenda and determine time and location.
2. Facilitate meetings using established format.
3. Distribute copies of the meeting minutes to members, the AWFCG archives, and to the Website when it is established.
4. Serves a minimum of one year.

### B. The Recorder:

1. Take minutes of the meetings.
2. Provide a copy to the chairperson for final editing and distribution.
3. Serves for a minimum of one year.

C. The preferred decision making process is by consensus. Decisions of the AWFCG Safety and Health Committee will be supported by a vote of the members. A simple majority shall constitute a consensus of the Committee. All such decisions need to comply with individual agency's rules and regulations. Once a decision has been reached, all members agree to support and live with the group's decision.

## VII. Finances

Participation in activities sanctioned or sponsored by the Safety Committee is at individual member organization expenses. When funding of AWFCG Safety Committee sponsored projects is needed, the request will be forwarded to the AWFCG by the Chairperson.

## VIII. Approval

This charter is effective as of the date signed and approved by the AWFCG. This charter will be revised only upon recommendation of a majority of the Safety and Health Committee members and approval by the AWFCG.

Approval: Dale Haggstrom Date: 13 March 2006  
Chairperson, Alaska Wildland Fire Coordinating Group